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Service Program for Children

Site Supervisor's
Guide

United States
Department of
Agriculture

Food and
Nutrition
Service

Program Aid
No. 1179



Introduction

A smoothly running site for the Summer Food Service Program for Children is something that every sponsor and site worker hopes to achieve. Everyone wants an organized, well-supervised program that always serves fresh, well-balanced meals to children, come rain or shine. Working toward that goal, each site uses the same key ingredients: Lots of dedication, time and know-how.

As a site supervisor, your dedication to your job will have a major impact on the success or failure of your sponsor's program. For example: Since your sponsor's reimbursement is based on the daily records you keep of the meals delivered and served, how well you keep those records will directly affect your sponsor's program. You are the one who must alert your sponsor when something is wrong with the meals—when the food is spoiled or when there is too much or not enough food. By working cooperatively with your sponsor and following program guidelines, you can make sure that your site provides nutritious meals and snacks to children in your neighborhood during the summer months.

What You Can Expect From Your Sponsor

To maintain a good relationship, both you and your sponsor should clearly know which responsibilities are yours, as the site supervisor, and which are the sponsor's. Sponsors will:

- * Handle all the bills and paperwork involved in running the program. (You are responsible for keeping records of meals that are served at your site.)

- * Arrange a training session for you. You must attend the session before your site begins its summer food service. A person who has received program training must be present at all sites where meals are being served. This training should cover information about:

- The kind of meal preparation or service best suited to your site;
- Types of meals your site will serve;
- Times meals are delivered and times meals are served;
- Trash removal service;
- Daily report sheets for your site's food service;
- People to call about problems and when to call them;

-Local health and sanitation standards.

* Explain which meal type will be served at your site. Sponsors of regular sites may be approved to serve up to two meals daily. (This does not apply either to sites where meals are served primarily to migrant children or to camps.) The two meals may include either lunch and a snack or lunch and breakfast. Camps and sponsors serving meals primarily to migrant children may be approved to serve up to four meals daily.

* Discuss what you should do with the meals left over. You and the sponsor should work together so that each child receives only one meal at each mealtime and so that food is not wasted.

* Give you a sheet for recording the meals served daily. You need to complete and return it to the sponsor's office. The sponsor should explain how to do this. This is important because your sponsor will be paid only for the meals that your daily records show were served to children.

* Let you know if your site has been approved to serve a maximum number of meals by meal type. If the administering agency has established maximum levels for each meal service at your site, your sponsor

will not receive reimbursement for meals claimed in excess of the maximum approved level.

* Send monitors to visit your site and answer any questions you may have. The monitors will fill out review forms and discuss them with you. Some questions you can expect them to ask you are:

- Are all of the children eating at the site?
- Are adults from the community who do not work with the program being fed?
- Are all components of the meal being served to the children as one unit, or are the meal components served separately?
- Do the meals meet the meal patterns that are at the end of this booklet?
- Are meals served only during the time assigned to your site?
- What do you do with meals left over?
- Where do you serve the children their meals when the weather is bad?
- Are you filling out your records completely every day?
- When meals are delivered, are you counting the meals before you sign the delivery receipt? You must check for spoilage, missing food components, or portions that are too small.
- Do you change the number of meals you order or prepare depending on the number of children who come to the site?

* Provide you with the information and assistance you feel you need. Let your sponsor know of any problems you are having so they can be corrected quickly.

What You Must Do For Your Sponsor

As site supervisor, you must:

* Order from your sponsor or prepare at your site only the number of meals you need. Even with the most carefully planned programs, sites occasionally have more meals than they do children to eat the meals. Discuss with your sponsor what to do with leftovers if you have ordered too



many meals. Contact your sponsor to change the number of meals delivered if you have many meals left over, or if you do not have enough meals for all of the children by the end of the meal period. If you prepare the meals at your site, plan to change the number you prepare to meet the needs of your site.

- * Count the number of meals delivered and check them thoroughly. Sign only for the number of meals delivered and write the time of delivery on the receipt. If everything has been delivered correctly, sign the receipt. If the delivery is NOT correct, do NOT sign the receipt without clearly writing on the receipt the problems with your site's delivery. You should then notify your sponsor of the problems you had that day.

- * Count and write down the number of breakfasts, lunches, snacks, or suppers you serve daily. Keep a copy of the delivery receipt with your daily report. Your sponsor will let you know how these receipts will be collected or mailed to the sponsor's office.

- * Make sure the meals served meet the meal pattern requirements. This rule applies to all meals—those prepared at your site or those delivered by a food service management company. Contact your sponsor when

meals do not meet the meal patterns listed at the end of this handbook.

- * Serve one complete meal to each child. Each meal you serve must contain the right portions of all components included in the meal patterns.

- * Be sure that no child is served more than one meal at the same time. All children in attendance at the site must receive one meal before any child can be served a second meal.

- * Be sure that children eat all meals at the site. Children may not take the meals home.

- * Serve meals only to children 18 years of age or younger, or people (of all ages) who are physically or mentally handicapped and participate in special school programs for the handicapped.

- * Never serve spoiled food to children. Contact your sponsor immediately if you receive spoiled or incomplete meals so that the sponsor, in turn, can alert the appropriate people.

- * Check with your sponsor to see how meals will be delivered to your site. Usually, food service management companies must

deliver each meal in a single package or unit. Only milk or juice can be delivered separately. However, there are some exceptions. Your sponsor will tell you if any exceptions have been approved for your site.

* Serve meals only during the meal times assigned to you by your sponsor. Make sure you meet the following time limitations:

- Meals must be delivered within 1 hour of serving time if your site does not have a refrigerator or adequate storage facilities.
- You must allow at least 3 hours between the beginning of one meal service and the beginning of another (breakfast, lunch, snacks, and supper). If you do not serve a snack after lunch and before supper, then you must allow at least 4 hours between lunch and supper.
- You can only serve lunch and supper for 2 hours. Breakfast and snack service cannot last more than 1 hour.
- You must begin serving supper before 7 p.m. and complete the supper service by 8 p.m.

The First Day

The first day is very important. It is when you introduce the children to the summer meal service. Although signs and posters around the site will help both children and neighborhood adults remember the rules, you should make sure they understand the rules. Before mealtime on the first day of your program, take time to talk with the children about the food service. You should discuss the following important points:

* Who runs the program and who is responsible for providing the food? The sponsor.



* Who prepares the meals—the sponsor or a food service management company? Meals are often prepared by the sponsor. However, meals that are not prepared by the sponsor are usually prepared and delivered by a food service management company.

* Who can participate? Only children 18 years of age and younger or handicapped people attending a special school for the handicapped can be served meals.

* How and when will meals be served? You must include plans for days when the weather is bad.

* Where can children eat the meals? Children can eat only at the site.

* Who cleans up after the meal? Individual cleanup procedures vary according to the site.

Official Visitors

From time to time, you may have official visitors who will want to talk with you about the food service at your site. You should keep a written record of these visits for reference purposes, and you should report the results of all official visits and reviews to your sponsors. In addition to the monitors from your sponsor's office, you should expect to see someone from the local health department. State and Federal personnel who administer the Summer Food Service Program also will review the program. All these people will want to work with you and your sponsor to help make your food service better.

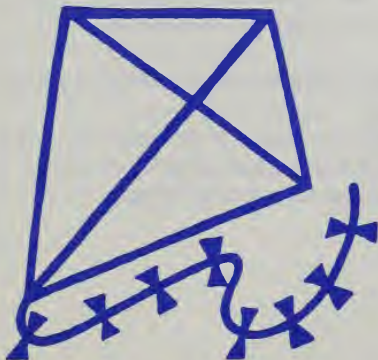
Remember, these officials will note any problems they observe. Because your sponsor may not be paid for those meals you serve that do not meet program requirements, you must make sure your site meets all requirements and that any problems are corrected immediately. If you receive a violation notice from a monitor or health department representative, take immediate steps to correct the violation and inform your sponsor.

Questions and Answers

These are frequently asked questions about the program. If you have other questions, contact your sponsor. Your sponsor is there to help you run a good program.

Q. What should I do if my site's meals are not delivered?

A. Call your sponsor immediately and explain that you did not receive your meals. The sponsor will notify the food service management company.



Q. What should I do if meals are delivered late?

A. First, discuss the problem with the driver. If the problem continues, call your sponsor and make a note of the problem on the delivery receipt.

Q. May I serve meals to adults who are working with the food program?

A. Your sponsor will give you instructions regarding adult staff meals.

Q. May I serve meals to adults in the community?

A. This program is primarily for children. You should post signs at the site so adults understand that the program is not for them. You may want to check food assistance programs in your area that serve adults and senior citizens so you can refer them to the appropriate place.

Q. What should I do if adults demand meals?

A. Call your sponsor immediately. The sponsor will probably send someone to the site to deal with the problem.

Q. What if the food is spoiled?

A. If you realize that any meals are spoiled before you sign for them, refuse to accept them. If you do not realize there is a problem until you are serving the food, immediately stop the meal service and take back all meals. This can be a very dangerous situation, so *do not serve any part of the meal*. Call the sponsor immediately. Let the sponsor notify the food service management company and someone will come to pick up the spoiled meals. This procedure applies even if only one component in the meal is spoiled.

Q. May I serve seconds?

A. No, you should not plan to serve seconds. The general rule to follow is "one meal per child." However, even with good planning, you will sometimes have extra meals left. Then, and only then, should you serve complete second meals. Always indicate on your daily record how many seconds you serve. Contact your sponsor to adjust your meal order if you are receiving too many meals. If you prepare the meals at your site, adjust the amount of food you prepare.

Q. What should I do if the children do not want to eat at the site?

A. Children *must* eat at the site. They should be told that if they continue to break the rules, the sponsor may close the site. They should also be told that the sponsor will not be paid for any meals taken off the site. If this is a recurring situation, notify your sponsor.

Q. How does my sponsor get reimbursement for the meals I serve?

A. Sponsors are reimbursed from the daily records you keep that account for all categories of meals you serve. They are the sole basis for reporting the number of meals you serve. They are also the *only* basis for your sponsor's reimbursement.

Helpful Tips

* You should contact your sponsor if you need to change the number of meals delivered to your site.

* Do not sign delivery receipts until you have counted and are absolutely sure that the number of meals you need to serve to the children at your site are actually delivered. Counting the numbers of meals delivered is very important.

* Take a few meals from the delivery packages and examine them for damage and food spoilage. Check meals from the bottom as well as from the top of the delivery packages.

* Always protect the health and safety of the children.

* Develop good recordkeeping habits. You are responsible for signing a daily record that lists all categories of meals you serve. These records are the sole basis for reporting the number of meals you serve each day. They are also the only basis for your sponsor's reimbursement.

* Organize the site activities so that your staff and the children have interesting things to do when it is not mealtime. Boredom and idleness often result in continuous staff turnover and changes in attendance by the children. When this happens, you and your site are at a disadvantage.

* Plan the staff members' time so they may sit with the children while they eat.

* Encourage children to try new foods.

* Serve the children in an organized manner at mealtimes.

Meal Patterns

You must make sure that the meals served meet the meal pattern requirements listed on this page and the following pages. Study the patterns of the meals to be served at your site and learn to recognize deficiencies. If you receive your meals from a food service management company, record problems on the delivery receipt before you sign it, and notify your sponsor as soon as possible.

BREAKFAST

Vegetables and Fruits

Vegetables and/or fruits	1/2 cup
—or full-strength vegetable or fruit juice	1/2 cup

Or an equivalent quantity of
any combination of vegetable(s), fruit(s), and juice

Bread and Bread Alternates

Bread (whole grain or enriched)	1 slice
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Or Bread Alternates

(whole grain or enriched):

–cornbread, biscuits, rolls,
muffins, etc.

1 serving

–or cooked pasta or other
noodle products

$\frac{1}{2}$ cup

–or cooked cereal grains,
such as rice, corn grits,
or bulgur

$\frac{1}{2}$ cup

(whole grain, enriched, or
fortified):

–or cooked cereal

$\frac{1}{2}$ cup

–or cold dry cereal

$\frac{3}{4}$ cup or
1 ounce
(whichever
is less)

Or an equivalent quantity of
a combination of bread or
bread alternate(s)



Milk

Fluid Milk

1 cup
($\frac{1}{2}$ pint)

Meat and Meat Alternates (optional)

Lean meat or poultry or fish

1 ounce
(edible
portion as
served)

Or Meat Alternates

—or cheese

1 ounce

—or eggs

1 large egg

—or cooked dry beans or
peas

$\frac{1}{2}$ cup

—or peanut butter

2 table-
spoons

Or an equivalent quantity of
any combination of meat or
meat alternate(s)

SNACK (supplemental food)

Choose two from the following four components:

Meat and Meat Alternates

Lean meat or poultry or fish	1 ounce (edible portion as served)
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Or Meat Alternates

-or cheese	1 ounce
-or eggs	1 large egg
-or cooked dry beans or peas	$\frac{1}{2}$ cup
-or peanut butter	2 table- spoons

Or an equivalent quantity of
any combination of meat or
meat alternate(s)

Vegetables and Fruits

Vegetables and/or fruits	$\frac{3}{4}$ cup
-or full-strength vegetable or fruit juice	$\frac{3}{4}$ cup

Or an equivalent quantity of
any combination of vegeta-
ble(s), fruit(s) and juice
(juices cannot be served with
milk)

Bread and Bread Alternates

Bread (whole grain or enriched) 1 slice

Or Bread Alternates

(whole grain or enriched):

–or cornbread, biscuits,
rolls, muffins, etc. 1 serving

–or cooked pasta or
noodle products ½ cup

–or cooked cereal grains,
such as rice, corn grits,
or bulgur ½ cup

(whole grain, enriched, or
fortified):

–or cooked cereal ½ cup

–or cold dry cereal ¾ cup or 1
ounce
(whichever
is less)

Or an equivalent quantity of
any combination of bread or
bread alternate(s)

Milk

Fluid milk

1 cup
(½ pint)

LUNCH or SUPPER

Meat or Meat Alternates

Lean meat or poultry or fish	2 ounces (edible portion as served)
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Or Meat Alternates

-or cheese	2 ounces
-or eggs	2 large eggs
-or cooked dry beans or peas	1 cup
-or peanut butter	4 table- spoons

Or an equivalent quantity of
any combination of meat or
meat alternate(s)

Vegetables and Fruits

(Must include 2 or more
selections for a total of $\frac{3}{4}$ cup):

Vegetables and/or fruits	$\frac{3}{4}$ cup total
-or full-strength vegetable or fruit juice (may be counted to meet not more than $\frac{1}{2}$ of this requirement)	

Bread or Bread Alternates

Bread (whole grain or enriched) 1 slice

Or Bread Alternates

(whole grain or enriched):

–corn bread, biscuits, rolls,
muffins, etc. 1 serving

–or cooked pasta or
noodle products ½ cup

–or cooked cereal grains,
such as rice, corn grits,
or bulgur ½ cup

Or an equivalent quantity of
any combination of bread or
bread alternate(s)

Milk

Fluid milk 1 cup
(½ pint)

Important Things to Keep in Mind:

1. Keep accurate daily records of all meals prepared, delivered, and served.
2. Serve meals to children only.
3. Serve one meal per child.
4. Serve each meal as a unit.
5. Order or prepare only the number of meals you need, since attendance may vary as the summer progresses.
6. Be sure that children eat all meals at the site.
7. Serve meals during the designated meal service time only.
8. Serve meals that follow the meal patterns.

Rules for acceptance and participation in the program are the same for all, without regard to race, color, or national origin.

Site Supervisor's Name

Sponsor's Name

Sponsor's Representative

Sponsor's Address

Sponsor's Phone Number



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Q

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